





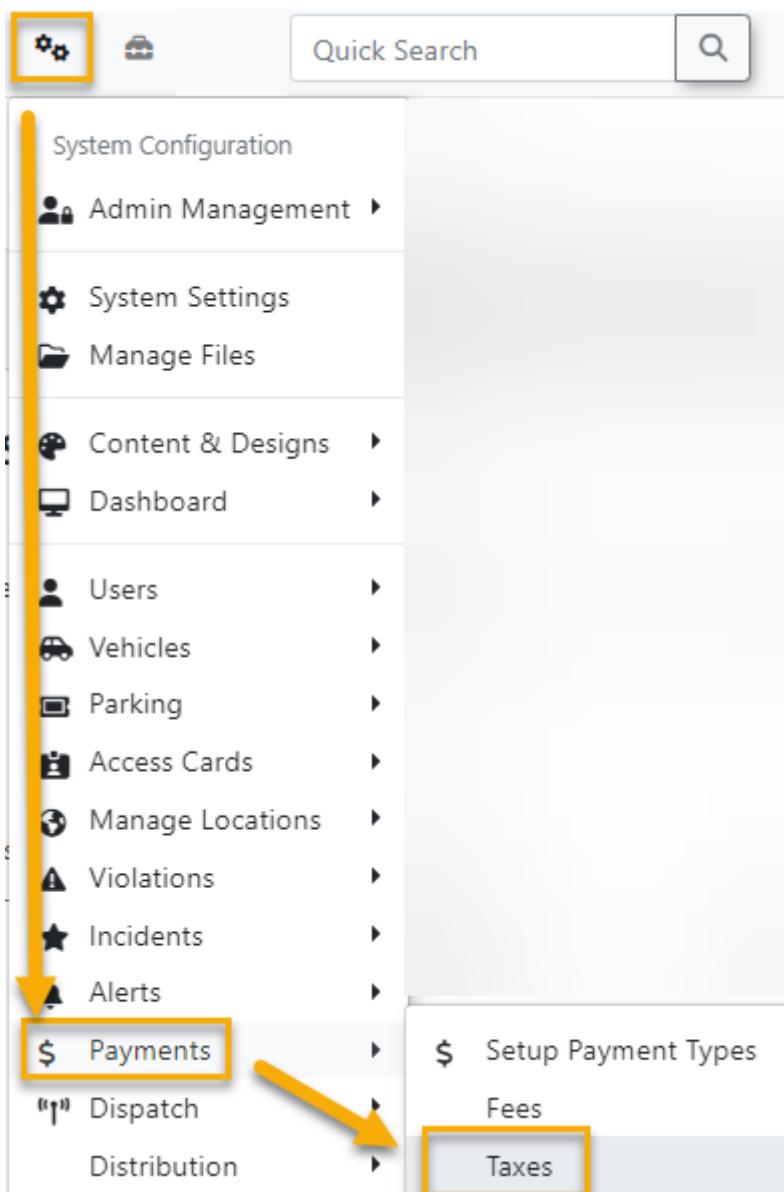


# Taxes

This page allows administrators with appropriate roles and permissions to configure the tax percentage calculated and charged to users when making payments in OPS-COM.

Taxes				
	Name			Percentage 
1	HST		Disabled	13% <a href="#">4</a>
2	GST		Enabled	5% <a href="#">4</a>
3	PST		Enabled	8% <a href="#">3</a>

You can find the taxes page under the System Configuration → Payments → Taxes.



When editing a tax type, there are multiple settings:

Taxes

Back

Enabled

☐

Percentage

13

%

Text	Language	Translation
Tax Label	English (en)	<div>HST</div>
	Français (fr)	<div></div>

Apply to the following items:

☒

Access Cards

☒

Permits

☒

Lockers

☒

Temp Permits

Update

- **Enable:** Check or uncheck whether or not this tax type is enabled (checked) or disabled (unchecked).
- **Percentage:** The percentage of taxes calculated
- **Tax Label & Translation:** How this tax will be displayed to users in the cart/checkout process. Multiple languages supported.
- **Apply to the following items:** Check the system modules you want tax to be applied to.